



Attach Passport Photo that will be used for the C-of-O
Don't pin the Face!

RECERTIFICATION AND ISSUANCE OF NEW CERTIFICATE-OF-OCCUPANCY Application Form for Individuals

Application Date: <u> </u> / <u> </u> / <u> </u> <small>Day / Month / Year</small>	EDL	File Number
<p>Please complete this form. Fill in CAPITAL LETTERS and tick the appropriate items. Read Instructions at the back page and refer to full Application Guidelines.</p>		
1. Title: <u> </u> First: <u> </u> Middle: <u> </u> Surname: <u> </u>		
2. Phone 1: <u> </u> Phone 2: <u> </u> 3. Email: <u> </u>		
4. Identification: <input type="checkbox"/> Int. Passport <input type="checkbox"/> National ID Card <input type="checkbox"/> Driver's Lic. <input type="checkbox"/> Voter's Card ID No.: <u> </u>		
5. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female 6. Date of Birth: <u> </u> / <u> </u> / <u> </u> <small>Day / Month / Year</small> 7. Occupation: <u> </u> 8. No. of Children: <u> </u>		
9. Nationality: <u> </u> 10. State of Origin: <u> </u> 11. Local Gov.: <u> </u>		
12. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		
13. Religion: <input type="checkbox"/> Christianity <input type="checkbox"/> Islam <input type="checkbox"/> None <input type="checkbox"/> Other Specify: <u> </u>		
14. Education: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Other Specify: <u> </u>		
15. House No.: <u> </u> Street Name: <u> </u> Ward: <u> </u>		
Village: <u> </u> City/Town: <u> </u> Local Gov.: <u> </u>		
State: <u> </u> Country: <u> </u> P.O. /P.M.B.: <u> </u> C/O: <u> </u>		
Additional Address Information: <u> </u>		
16. Delivered in Person? <input type="checkbox"/> YES <input type="checkbox"/> NO If "No", provide the following: <u> </u>		
17. Title: <u> </u> First: <u> </u> Middle: <u> </u> Surname: <u> </u>		
18. Phone 1: <u> </u> Phone 2: <u> </u> 19. Email: <u> </u>		
20. Identification: <input type="checkbox"/> Int. Passport <input type="checkbox"/> National ID Card <input type="checkbox"/> Driver's Lic. <input type="checkbox"/> Voter's Card ID No.: <u> </u>		
21. Purpose for which the Land is used / required: <small>(for appropriate description see back page 21a)</small> <u> </u>		
22. Plot Condition: <input type="checkbox"/> Developed <input type="checkbox"/> Undeveloped		
23. Value of Improvement: <u> </u> 24. Lease Term required: <u> </u>		
25. Write your comment: <u> </u>		

To your knowledge, is the land parcel the subject of any dispute? YES NO

Declaration:

It is a punishable offence to provide any false information and / or make any false statements or claims when completing this form. Where it is subsequently discovered that a Certificate of Occupancy was issued based on false or inaccurate information, the Governor may at his sole discretion, revoke such Certificate of Occupancy. The Governor reserves the right to reject any application form not properly or fully completed and shall not incur any liability for any such rejection. The information you supply on this form is public knowledge and may be published in the media.

I have read and I acknowledge the above declaration.

Applicant Signature: _____ Representative Signature (see Item 17): _____

21 a. Specify the Landuse or the Purpose Clause and copy the description to item 18 on the front page :

RESIDENTIAL

- Private Residential
- Staff Quarter / Life Camp

MIXED USE

- Multi-Purpose (Mostly Commercial)
- Comprehensive Development (Mostly Residential)
- Special Development

AGRICULTURAL

- Farming
- Horticulture

COMMERCIAL

- Hotel
- Hostel
- Motel
- Guest House (Hospitality)
- Restaurant / Fast Food
- Neighbourhood Centre
- Shopping Mall / Plaza
- Small Shops / Corner Shops
- District Market
- Supermarket
- Shopping Complex
- Office
- Banking /Insurance /Services
- Warehouse
- Bakery / Café
- Plant Nursery
- Workshop
- Petrol Filling Station
- Gas Refilling Station
- Fuel Depot
- Garage / Carwash
- Internet Café
- Cinema / Theatre
- Sports Facility
- Event Centre

PUBLIC INSTITUTION

- Nursery School
- Day Care
- Nursery & Primary School
- Primary School
- Secondary School
- University
- Research Institute
- Educational Institution
- Training / Vocation Cent. / College
- Clinic
- Hospital
- Veterinary Clinic
- Dental Clinic
- Laboratory
- Church
- Mosque
- Place Of Worship
- Fire Service
- Court / Jurisdiction
- Library
- Community Centre
- State Government Office
- Federal Government Office
- Morgue

INDUSTRIAL

- Quarry
 - Borrow Pit
 - Mining / Minerals
 - General Manufacturing
 - Metal or Wood Factory
 - Paper, Chemicals, Textil
 - Stones, Sediment, Ceramics
 - Water Packaging, Bottling
 - Agro-Allied
- PUBLIC UTILITY UNIT**
- Post Office
 - Power Station/ Subst./ Transformer
 - TV Or Radiostation
 - Water Treatment Plant
 - Dump Site

TRANSPORTATION

- Bus Depot
- Motor Park
- Lorry / Trailer Park

OPEN SPACE / GREEN AREA

- Play Ground / Picnic Area
- Recreation and Holiday Resort
- Amusement Park
- Game Reserve / Zoo
- Sports Area
- Golf Course
- Equestrian Centre
- Country Club / Health Farm
- Neighbourhood Park
- Recreational Centre
- Entertainment Complex
- Cemetery
- National Memorial Park
- Local Park
- District Park
- Prayer Site

Documents to Submit for Application for R-of-O :

1. One passport-sized photograph
2. Photo ID :
National ID Card **or** Intern'l Passport **or** Driver's Licesnse **or** Voter's Card
3. Land Transfer Documents such as Sales Agreement **or** Deed of Transfer **or** Inheritance Document
4. Survey Plan
5. Evidence of personal income tax **or** current Tax Clearance Certificate
6. Utility bill to verify Applicant's home address
7. Court affidavit and Police Report for lost or stolen documents
8. If using an Authorized Representative, a signed appointment letter and Photo ID is required
9. Bank Teller receipt for ₦ 50,000 Processing Charge
10. Surrender C-of-O / Copy of R-of-O
11. Site Inspection Report **Optional**

EDOGIS Helpline: 0813 614 9787 or 0815 661 1097

Email: info@edogis.org; Web: www.edogis.org

Payment

A one-time, non-refundable Processing Charge of ₦50,000 is required.

The charge must be paid to **ACCESS BANK**, Account Number **0777515446**

The bank teller receipt must be submitted together with the completed Application Form.

Completed forms, evidence of payment and documents should be returned to:

EDOGIS Office at 102 Sapele road, Benin City, Edo State, Nigeria.